

Windham Region Transit District

Board of Directors Meeting

Friday, January 22, 2021 – 2:30 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS AND MINUTES

Board Members Present: Marj Roach, Tom Currier, Kaithlin Epling, Rachel Vertefeuille, Jean deSmet, Wilfred Bigl

Board Members Excused:

Board Members Absent:

Staff Present: Linda Hapeman, Patty Holmes, Wendy Kurcinik, Philip Johnson

1. **Call to Order** – M. Roach called the meeting to order at 2:35 p.m.
2. **Roll Call** – All Board Members present
3. **Public Comment** – None
4. **Correspondence** – None
5. **Secretary's Report** –
11/20/2020 Board Meeting Minutes: K. Epling made a motion to accept the minutes. The motion was seconded by T. Currier. W. Bigl did not receive the email containing the meeting minutes.
6. **Old Business** –
 - a.) **COVID 19 Update** – Short staffed from COVID. Getting information about vaccine in Phase 1B.
 - b.) **UCONN / CTDOT MOU** – MOU signed by all parties, lots to discuss to move forward.
7. **New Business** –
 - a.) **Windham Intermodal Transportation Initiative** – Well underway for September 2021. Came up with strategies to keep buses from piling up. WRTD will have a space that will need a fit-out.
 - b.) **2020 Audit Update** – Delayed. Will be done prior to due date in March.

8. Reports to Officers and Staff –

a.) Administrators Report – L. Hapeman stated that letters have been sent to the Towns, working on Windham and Mansfield. Extra money is being requested for ADA and CARES. Working on a floor scrubber and the maintenance contracts. Three buses will be on the road soon, retiring 3 others. Conducting a new operator training program with RTAP. Taxis have been expanded for appointments.

b.) Operations – W. Kurcinik stated that five bids have been received and are being reviewed for the maintenance contract. There are two full time positions open and she is always looking for part time. There are currently six drivers out. Dash cams are being returned due to billing problems and will be looked at again in July.

c.) Finance Report – P. Holmes stated that there is nothing too out of the ordinary. She also stated that ADA never has enough money to run.

d.) Planner's Report – P. Johnson stated that the 5310 Grant was denied and he is working on the CMAQ. Dennis is applying for Transit State for shelters and signage. Temp signs have been manufactured and will be out once approved. Working on a shelter at QVCC. He also stated that there are issues with Ridesystems and that the passenger counting is the best part of Passio (UCONN). There has been good feedback with outreach but there is no change in ridership. UCONN has offered to add stickers to signs. There are 30 stops with no signs or outdated with the old logo. QR codes could be added to the signs.

e.) Chairman's Report – M. Roach stated that she signed checks and talked with Dennis.

9. Adjourn – The meeting was adjourned at 3:36 p.m.

Respectfully Submitted,

Rachel M. Vertefeuille, Secretary